

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-187

OPENING DATE: 8 June 2007

CLOSING DATE: 9 July 2007

ANTICIPATED FILL DATE: 19 Aug 07

### POSITION TITLE AND NUMBER

Supervisory Supply Technician  
PDCN R9353000, MD # 1221-705

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J4-Logistics, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-2005-09 \$45,106.00 - \$58,636.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

**QUALIFICATIONS REQUIREMENTS:** Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 24 months of specialized experience)* that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of standard methods of receipt or material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Knowledge of regulatory requirements governing the accounting for government property.
4. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
5. Ability to prepare a variety of reports or correspondence.
6. Knowledge of one or more automated supply databases to enter, correct, and retrieve recurring reports and structure and retrieve specialized reports.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement

**MILITARY ASSIGNMENT:** Assignment to a compatible Warrant Officer position in the unit is mandatory. (WO: 92)

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Supervises a group of subordinates (usually three or more) in performing supply work. The subordinates are normally assigned to teams with each team having a team chief. (a) Plans, assigns, directs and reviews the work of subordinates. Explains work requirements, methods and procedures and gives special instructions on difficult or different operations. Ensures that the quantity and quality of work performed are acceptable. Requests filling of vacancies, recommends promotions, reassignments or other status changes. Makes recommendations in the selection of subordinates. Approves and disapproves leave and recommends action in unusual cases. Formulates training plans for subordinates and recommends training courses. Informs subordinates in matters of personnel management, equal employment opportunity, position classification and position management. Responsible for the property book operations of the organization in the areas of inventory management, storage management, equipment coordination and supply management. Ensures the property book sections periodically perform asset visibility rebuild to validate data in the asset visibility files. Is accountable for various categories of property. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic to battalions of the brigade, and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the brigade. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Schedules and directs the conduct of periodic inspections, inventories and change of hand receipt accounts to assure supplies are serviceable, properly stored, maintained and accounted for as required by competent authority. Reviews reports of survey to determine accountability in case of loss or damage to property. Provides written guidance and directives of the requirements involved during the change of primary hand receipt holder. Establishes quality edit procedures and oversees the edit of all documents. Ensures that documents are accurate prior to entry into the automated system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Office to assure complete, accurate, and timely submission of data. Review and analyze listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Office. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely. Coordinates with the USP&FO and subordinate units of the brigade on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in action and its impact on readiness. Coordinates annual supply reconciliations with the USP&FO. Also coordinates the processing of backorder reconciliations and equipment status profiles. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1